

**CONFIDENTIAL**

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the DDP Training Officers' Meeting of 17 February 1956

1. After each name in parentheses is indicated the cumulative attendance for 1956. The figure on the left of the slash is the number of meetings held, and the figure on the right represents the number of stated meetings attended.

a. Present:

[Redacted box for Present attendees]

b. Absent: (Designated DD/P Training Officers, only)

[Redacted box for Absent attendees]

2. VIP Tour [Redacted] The Chairman announced that OER was sponsoring an all-day tour [Redacted] on 8 March. Registration will be limited to fifteen, GS-11-15. The names of those interested should be telephoned to Office, C/CSTC, by 2 March with grade and badge number. A briefing is scheduled for Monday 5 March, Room 1037 K Building at 1530.

[Redacted box for additional information]

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JOB NO. [Redacted] BOX NO. [Redacted] FLD NO. [Redacted] DOC. NO. 33 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST 22  
NEXT REV DATE 89 REV DATE 6/79 REVIEWED TYPE DOC. 02  
NO. PGS 3 CREATION DATE - 0-00000001-0011 ORG CLASS S  
REV CLASS C REV COORD. - AUTH: HR 703

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5. Proposed Special Briefing on Training Evaluations: The Chairman stated that a special briefing is being arranged for the Training Officers by a representative of A&E Division during the week of 27 February. The purpose will be to explain the criteria and procedures which A&E has established for arriving at course training evaluations. Training Officers will be advised when the date is firm.

6. New Training Officers - Office of Communications: The Chairman announced that the Office of Communications has announced a new Training Officer, [redacted] who will replace [redacted] [redacted] remains as Chief of Commo Training, as does [redacted] in her capacity as training assistant.

7. OTR Procedure for Recording Guest Speakers: The Chairman reported that OTR will be approached on the possibility of speakers having a permanent record for their personnel and training files of the type (subject, course, date, etc.) service rendered to OTR. The Training Officers will be notified of the OTR reaction.

8. [redacted] The Chairman said all evaluations for [redacted] (21 Nov.-9 Dec. 1955) were being recalled, and Training Officers should forward them to his office at their earliest convenience. The A&E Division is establishing new criteria and will cause revisions of these evaluations in line with them. This may take approximately 60 days.

9. CE Training Situation: [redacted] asked that Training Officers be specific in describing the job assignments of candidates for the CE Course and in showing adequate justification for their being scheduled.

He again requested cooperation in getting nominations for a full time CE instructor, as well as case studies for the Course.

10. The Chairman stated that LETS will resume their semi-monthly language progress reports. The Training Officers will be expected to notify students of warnings of absenteeism and general progress.

11. The Chairman requested that the Training Officers begin immediately to use Form #259 (Medical) in registering students for [redacted] Training. Should there be any medical holds the Division will be notified.

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12. The Chairman invited the Training Officers to refer any problems to him that should be brought to the attention of the CSTC and thereby be more easily resolved.

13. [ ] CTR, said students in the Operations Course have been requested to make out their leave slips [ ] and forward them to their respective offices at Headquarters.

14. [ ] asked that Training Officers use Form #792 (dated 1 September 1955) for requesting [ ]

16. TRO's were reminded that External Training Request Forms could be obtained from supply rooms by number, which is Form #136.

[ ]  
Chairman,  
Clandestine Services Training Committee

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